

## Building Access for Foreign National Visitors

If you are a foreign national and do not fall into one of the following categories:

1. Lawful permanent resident (hold a U.S. permanent resident card aka green card) or are in the U.S. under protected persons status
2. Hold current DOC/NOAA ID badges

Please complete the attached form according to the instructions below for NCDC building access.

If you are not a current, permanent resident card holder (aka green card), please complete questions 1 - 7 and 11 - 12 on the attached form and **fax** the information to Anne Markel (828-271-4328) as soon as possible, but no later than April 10, 2012.

*\*\* Additionally, it is the Department of Commerce Office of Security policy that: 1) You be provided an escort while in the facility and 2) The use of personal electronic devices (cell phone, PDA, camera, etc.) are prohibited while on facility grounds. \*\**

However, if you do hold a permanent resident card, please fax a copy of your current card to the attention of Anne Markel (1-828-271-4328) as soon as possible, but no later than April 10, 2012.

Should you have any questions or concerns, please do not hesitate to contact Anne at 1-828-271-4102.

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## REQUIRED INFORMATION FOR FOREIGN NATIONALS

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This information must be provided for each individual being sponsored or accompanying a sponsored visitor or guest.

1. FULL NAME:
2. GENDER:
3. DATE OF BIRTH:  
(FORMAT: MM/DD/YYYY)
4. PLACE OF BIRTH:
5. PASSPORT NUMBER:  
COUNTRY OF ISSUANCE:
6. COUNTRY(IES) OF CITIZENSHIP:
7. COUNTRY OF PERMANENT  
RESIDENCE:
8. SPONSORING BUREAU:
9. PURPOSE OF VISIT:
10. FACILITY NUMBER:  
LOCATION:
11. ARRIVAL DATE:
12. DEPARTURE DATE:
13. DS NAME:  
PHONE NUMBER:  
E-MAIL ADDRESS: